

## PROCEEDINGS OF THE BROWN COUNTY ADMINISTRATION COMMITTEE

Pursuant to Section 19.84 Wis. Stats., a regular meeting of the **Brown County Administration Committee** was held on Thursday, March 27, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

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**Present:** Chair Fewell, Supervisor De Wane, Supervisor Jamir  
**Excused:** Supervisor Steffen, Supervisor Carpenter  
**Also Present:** Brent Miller, Mary Reinhard, Chuck Mahlik, Jeremy Kral, Maria Lasecki

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**I. Call to Order.**

The meeting was called to order by Chair Steve Fewell at 5:01 p.m.

**II. Approve/Modify Agenda.**

**Motion made by Supervisor Jamir, seconded by Supervisor De Wane, to approve. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

**III. Approve/Modify Minutes of February 27, 2014 and March 10, 2014.**

With regard to the March 10, 2014 Minutes, Supervisor Jamir pointed out that the meeting occurred on a Monday, not Thursday as indicated and further, noted that Supervisor Fewell was present and therefore should not have been listed as excused, but Supervisor De Wane should be included as excused.

**Motion made by Supervisor Jamir, seconded by Supervisor De Wane to approve as amended. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Comments from the Public.** None.

**1. Review Minutes of:**

- a. Housing Authority (February 17, 2014).
- b. Northeastern Wisconsin CDBG (October 1, 2013 and February 4, 2014).

**Motion made by Supervisor Jamir, seconded by Supervisor De Wane to receive and place on file Items 1 a & b. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Corporation Counsel**

**2. Monthly Report for February, 2014.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**Treasurer**

**3. Budget Status Financial Report for December, 2013 (unaudited).**

Deputy Treasurer Mary Reinhard and Financial Specialist Chuck Mahlik addressed the Committee and advised that they have had to do a market value adjustment due to the changing bond prices which amounted to \$729,500. Reinhard noted that they did not sell the bonds and will keep them for the long-term, but they are still required to show every year what the market did. She continued that more and more of the mortgage companies are paying outstanding taxes in foreclosures and therefore the Treasurer is filing less and less foreclosures.

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file Items 3 & 4. Vote taken. MOTION CARRIED UNANIMOUSLY**

4. **Treasurer's Financial Report for the Month of December, 2013.**

See action at Item 3 above.

**Child Support**

5. **Agency Director Summary for February, 2014.**

Child Support Director Maria Lasecki stated she was not able to share the self-assessment results at the time she provided her Director's Report to the County Board Office but was excited to let the Committee know that last year they had 60 cases pulled, but 14 were in error. They have done a great deal with LEAN initiatives and have been working hard at streamlining and standardizing their processes and bringing people up to speed with what is value added and she was happy to say that this has paid off as they have now had 64 cases pulled with only one error.

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file.**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

**Human Resources**

6. **Human Resources Activity Report for February, 2014.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file.**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

7. **Budget Adjustment (14-17): Increase in expenses with offsetting increase in revenue.**

Director of Administration Brent Miller explained that this budget adjustment is for a LEAN conference that was held and establishes a 2014 budget under HR for revenue and expenses. This LEAN conference was held in March and was attended by people from other municipalities. The event was not planned until after the 2014 budget was submitted, so there was no budget established at that time. The event took in \$4,500 which is being used to offset the costs of the event.

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken.**

**MOTION CARRIED UNANIMOUSLY**

8. **Director's Report.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file.**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

**Department of Administration/Technology Services**

9. **Administration Budget Status Financial Report for December, 2013 (unaudited).**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file.**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

10. **Technology Services Budget Status Financial Report for December, 2013 (unaudited).**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file.**

**Vote taken. MOTION CARRIED UNANIMOUSLY**

11. **Budget Adjustment (14-23): Increase in expenses with offsetting increase in revenue.**

This budget adjustment relates to the Brown County Economic Crime Committee which was formed in 1997 under the former District Attorney for the purpose of creating awareness of, and proactively responding to, white collar crime in Brown County. Donations were collected from area businesses

and used for activities such as training and seminars to assist with fighting white collar crime in Brown County.

The committee dissolved in 2000 but funds remained in their account at a local bank branch and annual dormant fee charges have been incurred for the past 13 years. The account is now the County's responsibility and needs to be closed as part of our internal audit procedures.

Because of lax donation records and the amount of time that has passed, the only feasible option to responsibly close this account is to donate the remaining funds to a department in Brown County to utilize in fighting white collar crime. This adjustment allocates the funds to the Sheriff's travel and training budget for the purpose of training their officers and newer investigators in white collar crime, as well as extending that training to other local agencies at no cost to them.

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

12. **2014 Budget Adjustment Log.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

13. **Resolution re: Approving Donation of Brown County Economic Crime Account Funds to Brown County Sheriff Department.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

14. **Resolution re: Initial Resolution Authorizing the Issuance of Not to Exceed \$5,665,000 General Obligation Bonds of Brown County, Wisconsin in One or More Series at One or More Times.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

15. **Ordinance re: To Amend Section 2.03 of the Brown County Code Entitled, "Organization, Policy and Authority of the Brown County Board of Supervisors" and Section 3.14 Entitled "Budget Transfers".**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to approve. Vote taken.**  
**MOTION CARRIED UNANIMOUSLY**

16. **Pay for Performance.**

Brent Miller, Maria Lasecki and Human Services Director Jeremy Kral provided the Committee with a brief update on the Pay for Performance Plans provided by County departments. A handout was given in this regard which may be viewed in the County Clerk's office.

Miller stated that the binder of information provided will be used as an example for other department heads, especially those department heads that will be changing. This will allow them to review what their predecessors have put into effect.

Lasecki reported that Child Support approached this matter by making the annual performance about recognizing employees for a job well done, consistently over the course of a year. They molded their plan into the evaluation process and there are four major criteria they look at: attitude, teamwork, customer service and punctuality above and beyond the federal performance measures. This is a way to be able to gauge where someone is at and evaluate them to see if they qualify for the full

performance incentive. She felt that this procedure was working very well in her department and gives an employee the opportunity to improve in areas that may need improving.

Lasecki continued that Child Support felt it was important to make the annual performance evaluation relevant every day. Workers had never been evaluated on their performance until Lasecki came to Child Support and she did not want to make the evaluation process a scary one. Instead, she wanted the process to be an informative, educational growing opportunity to sit down and talk about where they are headed.

Fewell stated that he approves of the process in Child Support, however, he felt that there is another step that should be included in these procedures and that step would be that a numerical value be attached to come up with a numerical figure. Miller stated that he agreed with that to some extent, but noted that this is an evolving, changing project.

Human Services Director Jeremy Kral reported that his department is using a core competency based merit pay system which allows maximum access to merit pay based on the underlying premise that the great majority of the departments' employees are already doing solid work. Exceptional performance awards create a process for those truly outstanding performers to be rewarded with some financial incentive, but more importantly it creates a recognition for really achieving beyond expectations and incentivizes creativity and commitment. The core competencies in Human Services are dependability, performance, problem solving, production and teamwork.

**Motion made by Supervisor Jamir, seconded by Supervisor De Wane to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY**

**17. Health Benefits Consultant Project #1508 RFP.**

Miller stated that this will be going out for bids with a very short timeline. It has to go to the County Board on April 15 and then an RFP will be posted within a week.

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to continue with RFP process as scheduled. Vote taken. MOTION CARRIED UNANIMOUSLY**

**18. Director's Report.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY**

**County Clerk** – No agenda items.

**Other**

**19. Audit of bills.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to pay the bills. Vote taken. MOTION CARRIED UNANIMOUSLY**

**20. Adjourn.**

**Motion made by Supervisor De Wane, seconded by Supervisor Jamir to adjourn at 5:32 pm. Vote taken. MOTION CARRIED UNANIMOUSLY**

Respectfully submitted,

Therese Giannunzio  
Recording Secretary